

7 December 1978

MEMORANDUM FOR: Deputy Director for Intelligence Training
FROM: [REDACTED]
Chief, Information Science Center (ISC)
SUBJECT: Information Handling Study

STATINTL

1. Hal, I believe it would be useful to include the following notions in our response to the request for input on the Information Handling Study.

2. Critical to the development of a better structure for coordinating and carrying out the Agency's information handling activities is an improved understanding among the personnel of the Agency about the information handling activities that already exist and the rapidly evolving technological developments which might improve the performance of these activities.

3. With respect to the first, ~~OTR~~ ^{currently} OTR currently has an objective to develop a survey course on information handling and processing activities in the Agency. This would be an inside course similar to the ISC survey course which looks at external intelligence information systems. We have already gone to work on this. Dr. [REDACTED]

STATINTL

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[REDACTED] have met with various divisional data processing officers; they are nominating systems to include in the survey. Following that we anticipate detailed discussions with those people who direct the individual data systems. This activity relates to paragraph 3(d) of Mr. Taylor's ^{the} ~~the~~ ^{Computer} ~~the~~ memo.

<sup>the info-
science center</sup> 4. With respect to the second item, ^{we} ~~I~~ believe that ISC could help a number of the people who may be involved in defining the problem in several ways ranging from taking some information science courses to participating in the application of some of the techniques in the achievement of ~~Taylor's~~ Goal 1, i.e., the development of a comprehensive information handling strategy. An understanding of the information handling problems and the issues involved might be facilitated in some instances by the development of system dynamic models of these systems--or perhaps other types of models, e.g., queueing, etc. To do this sort of

SUBJECT: Information Handling Study

thing successfully generally requires a partnership between the people that have the problem and the methods people, and some degree of familiarity on the part of each of the participants with the other's tasks. Although our manpower resources are extremely limited, I do believe that we might contribute most importantly in this area. Further, this type of an effort, if it is initiated, should be a continuing one and not a one-shot process. This makes the development of models and the application of other information science techniques even more desirable and useful.

STATINTL



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|---|----------|----------------------|
| TRANSMITTAL SLIP | | DATE 7 December 1978 |
| TO: DD/IT | | |
| ROOM NO. | BUILDING | |
| REMARKS: 8 DEC 1978 <i>EA/TR</i> <i>I think Ray's</i> <i>comments are</i> <i>very appropriate</i> | | |
| FROM: C/ISC | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO. 241 1 FEB 55
REPLACES FORM 36-8 WHICH MAY BE USED.

(47)

6 December 1978

MEMORANDUM FOR: Executive Assistant, Office of Training

FROM:

STATINTL

[REDACTED]
Records Management Officer

SUBJECT: Information Handling Study

REFERENCE: Memo to Multiple Addressees from Assistant
for Information, DDA, dtd 28 November 1978,
same subject

1. After reviewing referent memoranda on the Agency's information handling activities, it appears that at least 90 percent of the material is not germane to Records Management as such in OTR. It involves primarily, as the memos indicate, the collection, transmission, collation, and storage of information and the production, publication, and dissemination of intelligence reports.

2. It is my understanding that OTR is only peripherally involved in most of the activities involving collection and handling of raw intelligence information and the subsequent production and distribution of finished intelligence reports.

3. In OTR we have undertaken a program to transfer our Archival records to a computer file, but all of the programming and inputting of these records is handled by the DDA Staff.

4. I would suggest that this material be reviewed by the ADP Officer and the Center for the Study of Intelligence.

[REDACTED]
STATINTL

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|---|-----------------------|--------------------------|----------------|--------------------------|---------|
| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | | | |
| <input checked="" type="checkbox"/> | UNCLASSIFIED | <input type="checkbox"/> | CONFIDENTIAL | <input type="checkbox"/> | SECRET |
| OFFICIAL ROUTING SLIP | | | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS | | |
| 1 | Chief, Log | 12/6 | H | | |
| 2 | Chief, Services Staff | 12/6 | CBA | | |
| 3 | Executive Assistant | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| | ACTION | DIRECT REPLY | PREPARE REPLY | | |
| | APPROVAL | DISPATCH | RECOMMENDATION | | |
| | COMMENT | FILE | RETURN | | |
| | CONCURRENCE | INFORMATION | SIGNATURE | | |
| Remarks: LARRY, Computer systems currently being used by Services STAFF - FRS, GAS - are either brand new or relatively new and are good. PERSIG is coming along as well as one new ODA program for the AIR. I hope for more in response to para 3 (b) of Taylor's Memo | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | | DATE |
| OTR/RMO 936 C of C x3786 | | | | | 6/12/78 |
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FORM NO. 237 Use previous editions

(40)

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Approved For Release 2001/06/09 : CIA-RDP81-00896R000100060004-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Information Handling Study

FROM:

OTR/RMO
936 C of C

EXTENSION

3786

NO.

DATE

6 December 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Assistant,
Rm 1026 C of C

OTR

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FORM
3-62

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